

COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

579 KENNETH HAHN HALL OF ADMINISTRATION/LOS ANGELES CALIFORNIA 90012 (213) 974-2406 FAX (213) 621-0387

To enrich lives through effective and caring service

MICHAEL J. HENRY DIRECTOR OF PERSONNEL

August 25, 2003

To:

All Department Heads

From

Michael J. Henry Director of Personnel

Subject:

90-DAY TEMPORARY CONTRACT PERSONNEL ASSIGNMENTS

This is to clarify the 90-day assignment limitation provisions for temporary contract personnel set forth in California Government Code Section 31000.4. County Counsel's interpretation of the 90-day assignment limitation is that individual assignments for temporary contract personnel are not to exceed <u>90 business</u> (working) days. A business day is defined as eight working hours. Therefore, temporary personnel utilized under Government Code Section 31000.4 contracts may be placed in individual assignments <u>a</u> maximum of 90 business days (720 working hours).

As a result, we have revised our quarterly Utilization Report Form (Attachment I) to include total hours worked in assignments. Please note your staff will now need to track and report the actual numbers of hours worked in assignments by temporary contract personnel as well as the calendar dates in assignments. Attachment II is a copy of a sample report using the revised format.

Please ensure that your staff begins using the revised reporting format for the quarter ending September 30, 2003 and continue monitoring utilization of temporary contract personnel to ensure your compliance with Government Code Section 31000.4. In addition, please ensure that your new and renewal temporary personnel contracts and related Board letters filed pursuant to Government Code Section 31000.4, include language indicating that your needs for temporary services will not exceed 90 business days (720 working hours) for any peak load, emergency, or temporary absence requiring temporary contract personnel services.

Thank you for your continued cooperation. If you have any questions please call me, or your staff may call Judy Keeler of my staff at (213) 893-9771.

MJH:REB JK:ck Attachments

C:

Each Supervisor

Administrative Deputies Personnel Officers

David Kelsev

H:TempPersonnel90days.0803

TEMPORARY PERSONNEL SERVICES AGREEMENT UTILIZATION QUARTERLY REPORT

QUARTER: (

DEPARTMENT

DEPARTMENT NO.

	Ē	Position Title/	Start Date With	List Each Assignment	Start Date Of Each	End Date Of Each	No. Of Hours Worked In Each	Comments (Please attach additional
ġ Z	Last, First	Classification	Dept.	I his Quarter	Assignment	Assignment	Assignment	correspondence, if necessary)
		Voca						
		1.20						
					,			
<u>පු පු</u>	CONTRACT AGENCY:				Report Prepared By:	red By:	Approved By:	
8	CONTRACT AMOUNT:							
88	CONTRACT COSTS THIS QUARTER: \$	ARTER: \$			Payroll Title:		Payroll Title:	
<u>3 ₽</u>	CONTRACT COST THIS FISCAL YEAR \$	SAL YEAR \$ERSONNEL ITEMS CON	VERTED TO C	COUNTY ITEMS	 			
王 巴	THIS FISCAL YEAR:TEMPORARY CONTRACT PERSONNEL ITEMS CONVERTED TO COUNTY ITEMS	ERSONNEL ITEMS CON	VERTED TO C	OUNTYITEMS	Phone No.:		Phone No.:	
王	THIS QUARTER:	-			Fax No.:		Fax No.:	
					_		_	

PERSONNEL SERVICES AGREEMENT UTILIZATION QUARTERLY REPORT

QUARTER: JULY 1, 2003 to SEPTEMBER 30, 2003

DEPARTMENT DATA PROCESSING

DEPARTMENT NO. 365

2	Employee Name	Position Title/	Start Date With	List Each Assignment This Onarter	Start Date Of Each	End Date Of Each	No. Of Hours Worked In Each	Comments (Please attach additional
	Chung,	Receptionist/Typist	7/1/03	Technical Services	7/1/03	9/30/03	512.00	Released effective 10/1/03
	2 Washington, Grover	Accounting Technician	3/17/03	Disbursement Servs.	3/17/03	8/8/03	00.009	
	* Washington, Grover	Accounting Technician	3/17/03	Fiscal & Planning	8/11/03	6/30/03	120.00	Hired effective 10/1/03
	3 Walken, Christopher	Intermediate Clerk	3/17/03	Contract Services	3/17/03	6/30/03	720.00	Hired effective 10/1/03
	4 Gregg Hill	Systems Aid	1/6/03	Special Projects	1/6/03		360.00	Seeking CAO's approval to hire
<u>8</u> 8	CONTRACT AGENCY: Kelly Boy Temp CONTRACT TERM: April 15, 2002 through April 14, 2004	/ Boy Temp 2002 through April 14. 2	004		Report Prepared By:	red By:	Approved By:	
<u>ဗ</u>	CONTRACT AMOUNT: \$75,000.00	00.00			Ressie Duran	_	Williams Gates	
<u>୪ ୪</u>	CONTRACT COSTS THIS QUARTER: <u>\$8,235.00</u> CONTRACT COST THIS FISCAL YEAR: <u>\$8,235.00</u> (only lst qtr	JARTER: <u>\$8,235.00</u> CAL YEAR: <u>\$8,235.00</u> (oi	nly lst qtr)		Payroll Title:		Payroll Title:	
<u> </u>	TEMPORARY CONTRACT PERSONNEL ITEMS CONVERTED 1	ERSONNEL ITEMS CON	VERTED TO	TO COUNTY ITEMS	Sr. Personnel Assistant	l Assistant	Assistant Director	ro
<u>E</u>	THIS FISCAL YEAR : 2	*1.			Phone No.:		Phone No.:	
H	TEMPORARY CONTRACT PERSONNEL ITEMS CONVERTED	ERSONNEL ITEMS CON		O COUNTY ITEMS	(213) 234-5678	80	(213) 555-4444	
Ĕ_	THIS QUARTER : <u>2</u>				Fax No.:	<u>u</u>	Fax No.:	
					1(413) 404-000	0	0000-+07 (017)	